



CLASS TITLE | COMPENSATION AND POLICY ADMINISTRATION MANAGER

PAY GRADE: EX-48 | www.cityoftulsa.org/pay

Effective Date: 07/23/2025

CLASS CODE: 1298

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for the ongoing management of the City's compensation, classification, policy and progression systems; administration of all non-sworn disciplinary actions; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Coordinates revisions to the Personnel Policy and Procedure Manual to ensure compliance with federal and state laws and the City of Tulsa Charter
- Oversees City-wide disciplinary guidelines and management of the pre-action/pre-termination process
- Prepares and presents recommendations to the Personnel Director, Mayor's Office and City Council related to total compensation
- Manages the City's pay administration by providing planning, analysis and review of both union and non-union compensation systems, and manages the implementation of all approved pay increases
- Assists with collection of data as it relates to collective bargaining, and compiles market salary data; analyzes and provides summary information to management
- Manages the City's classification system, taking a management role in conducting comprehensive job studies and supervising the work of analysts assigned to specific classification reviews
- Reviews and approves hiring and promotional pay rates for all non-sworn employee groups
- Provides support for labor negotiations by developing and/or reviewing all pay proposals, presenting proposals at negotiations, and testifying at arbitration proceedings as necessary
- Manages the City's progression programs, reviewing and updating as needed
- Researches, develops, and provides recommendations to management regarding alternative reward systems and changes to the City's total compensation programs
- Reviews policies and procedures regularly and provides updates as needed to ensure compliance with current HR programs
- Manages a city-wide training and development program to include broad soft skill courses and more job specific manager and policy training
- Manages staff responsible for HR Open Records Requests, and other reporting as required by law, including EEO, OSHA, and grant related reports
- Communicates with and trains employees on various compensation, classification, policy and progression related topics
- Performs departmental administrative functions and special projects as assigned
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, or a social or behavioral science; **and,**
- (b) Seven (7) years of progressively responsible experience relevant to the essential tasks listed in this job description; **including,**
- (c) Two (2) years supervisory or management experience

PAY INCREASE OPPORTUNITIES

Employee will be eligible for a 2.5% increase for possession of the Professional in Human Resources (PHR) or Society for Human Resource Management-Certified Professional (SHRM-CP) certification and employment in the position for one (1) year.

Employee will be eligible for an additional 2.5% increase (or 5% increase if they never received the initial increase for the PHR/SHRM-CP) for obtaining the Senior Professional in Human Resources (SPHR) or Society for Human Resource Management-Senior Certified Professional (SHRM-SCP) and employment in the position for one (1) year.

Knowledge, Abilities and Skills:

Considerable Knowledge of:

- Methods, practices, and techniques used in position classification and salary administration
- City of Tulsa Policies and Procedures
- Employee relations, HR laws and requirements, and investigative techniques

Ability to:

- Maintain confidentiality
- Present ideas effectively both verbally and in writing
- Make complex statistical calculations as applied to market salary data and budget analysis
- Supervise others
- Understand and influence the behavior of internal and external customers

Skill in:



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- Conducting in-depth interviews and investigations

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 50 pounds; may be subject to standing, walking, sitting, reaching, bending, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Advanced technical training in the compensation and classification area *preferred*. Possession of the PHR/SHRM-CP or SPHR/SHRM-SCP certification is *preferred*.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather.

EEO Code: E-02

Group: Clerical and Administrative

Series: Personnel Management